

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

May 27, 1996

Memorandum No. 62  
Series of 1996

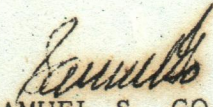
T O: All Department/Office Heads and Center Directors  
R E: Grant of an Interest-Free Loan to Government  
Officials and Employees

DBM Circular No. 12-96 dated May 3, 1996 signed by Secretary Salvador M. Enriquez, Jr. authorizes the grant of an interest-free loan to government officials and employees pursuant to Admin. Order No. 195 dated May 30, 1995 which provides that "all government officials and employees are allowed to exercise the option to avail themselves of an interest-free loan not exceeding one-half (1/2) of the amount of the Year-End Bonus and Cash Gift authorized under RA 6686 which shall be deducted from the full amount of the Year-End Bonus and Cash Gift accruing to them each year."

The NCA for regular staff has already arrived. While waiting for the NCA of casual employees, interested regular staff can apply for the said loan.

In view of this, you are hereby directed to disseminate this information to your staff. Loan forms can be secured from Mr. Jaime Pascual. Duly accomplished loan forms in 4 copies shall be submitted to the Personnel Office not later than May 31, 1996.

For immediate compliance.

  
SAMUEL S. GO  
President

cc: OVPA  
Acctg.  
HRMDO  
Records  
File